

**Cowley College
Board of Trustee Official Minutes**

July 20, 2020

A meeting of the Board of Trustees of Cowley College was called to order on July 20, 2020 at 6:00pm, in the Wright Community Room inside of the Brown Center, 215 S. 2nd Street in Arkansas City.

Trustees Present Dr. Harold Arnett – Chair
Glennis Zimmerman
Ned Graham
Brian Sanderholm
Gary Wilson

Staff

Dr. Dennis C. Rittle, President
Tiffany Vollmer, Board Clerk
David Andreas, Legal Counsel
Dr. Michelle Schoon, VP of Academic Affairs
Holly Harper, VP of Finance and Administration
Dr. Kori Gregg, VP of Institutional Advancement
Paul Erdmann, VP of Information Technology
Kristi Shaw, Exec. Director of Enrollment Management
Debbie Phelps, Exec. Director of Institutional Effectiveness
Jason O’Toole, Executive Director of Student Affairs
Shane Larson, Athletic Director
Pam Smith, Faculty Liaison
Rama Peroo, Instit. Comm. and Public Relations
Jenette Hanna, Director of Human Resources
Ian Alumbaugh, Intramural Coordinator/ Dorm Manager

Guests

Kurt Legleiter, Legleiter Video
Roger Sparks, citizen
Diane Sparks, citizen
Chris Swan, trustee candidate
JoLynn Foster, trustee candidate
Christy Rittle, citizen
Rick Rush, trustee candidate
Dr. Steve Abrams, trustee candidate
Sandra Davis, citizen
Larry Alley, Kansas Senator

Invocation

The Invocation was presented by Gary Wilson

Approval of Board Minutes

Brian Sanderholm introduced and moved the adoption of the following resolution:

RESOLVED, that the Minutes of the regular meeting of the Board of Trustees, conducted on June 15, 2020, a copy of the Minutes of the special meeting of the Board of Trustees, conducted on June 30, 2020, and a copy of the Minutes of the trustee candidate forum, conducted on July 13, 2020, are hereby adopted, and the Board Clerk is directed to file the Minutes with the official records of the College.

The motion was seconded by Gary Wilson and the following votes were cast:

Dr. Harold Arnett	Aye	Gary Wilson	Aye
Ned Graham	Aye	Glennis Zimmerman	Aye
Brian Sanderholm	Aye		

Motion carried.

2020-2021 State Appropriation Budget

Administration proposed the State Appropriation Budget for the fiscal year 2020-2021. Notices will be published in the Cowley Courier Traveler upon approval of the Board of Trustees.

Revenues are based on the enrollments, state operating grants, and estimated county valuation of \$277,225,943 which yields a tax levy of approximately \$5,830,680. The county will notify the College around November 1st, 2020 of the actual amount.

Expenditures are based on projected enrollments in which objectives for enrollment is set forth by the administration with the Board of Trustees approval.

The projected Operating Mill Levy of approximately 19.032 is approximate base on assessed valuations provided by the County, and the projected Capital Outlay Mill Levy of 2.00 was set by the Board of Trustees and vetted through published notification for 60 days in accordance with State of Kansas Statute 71-501 and 79-5040 not to exceed five (5) years upon all taxable tangible property in the community college district. Below is a summary of the last five years' operating mill levies for comparison to the fiscal year 2020-2021 projection:

2015-2016 final levy 18.915
2016-2017 final levy 18.990
2017-2018 final levy 19.048
2018-2019 final levy 19.060
2019-2020 final levy 19.060
2020-2021 final levy 19.032 (*pending final calculation*)

The Capital Outlay Mill will raise approximately \$207,821 each year (based on the 2020-2021 assessed valuations).

Glennis Zimmerman introduced and moved the adoption of the following resolution:

RESOLVED, that the 2020-2021 Proposed State Appropriation Budget for Cowley College, is hereby approved for posting for the scheduled hearing of the public on August 10, 2020 in the Wright Room on the Cowley College main campus.

The motion was seconded by Gary Wilson and the following votes were cast:

Dr. Harold Arnett	Aye	Gary Wilson	Aye
Ned Graham	Aye	Glennis Zimmerman	Aye
Brian Sanderholm	Aye		

Motion carried.

Financial Reports

Ned Graham introduced and moved the adoption of the following resolution:

RESOLVED, that the receipt of the Financial Reports is hereby acknowledged, and the Treasurer is directed to file said reports with the financial records of the College for audit according to the policies of the Board of Trustees and the Statutes of the State of Kansas.

The motion was seconded by Brian Sanderholm and the following votes were cast:

Dr. Harold Arnett	Aye	Gary Wilson	Aye
Ned Graham	Aye	Glennis Zimmerman	Aye
Brian Sanderholm	Aye		

Motion carried.

Bills & Claims

Brian Sanderholm introduced and moved the adoption of the following resolution:

RESOLVED, that the approved fiscal officers of the College are hereby authorized and directed to execute payment of all bills and claims as presented herein:

Financial Aid Funds/Student Refund Check \$198,662.56 (net \$197,620.56).
General Operating Activities disbursements \$1,023,529.78 (net \$1,019,555.44)
Federal Funds \$11,731.35; for a total written of \$1,035,261.13 (net \$1,031,286.79).
Additionally, the Vice President of Finance and Administration has provided a reconciliation of the summary written checks of bills and claims to the detailed written checks of bills and claims report for the month ending June 30, 2020. The Vice President of Finance and Administration is, hereby, directed to file the purchase requisitions, purchase orders, and all supporting documents for audit according to the policies of the Board of Trustees, and the Statutes of the State of Kansas.

The motion was seconded by Glennis Zimmerman and the following votes were cast:

Dr. Harold Arnett	Aye	Gary Wilson	Aye
Ned Graham	Aye	Glennis Zimmerman	Aye
Brian Sanderholm	Aye		

Motion carried.

Public Comment

Debbie Phelps, Executive Director of Institutional Effectiveness shared public comment related to the Ruffalo Noel Levitz employee satisfaction survey.

Communications

1. Dr. Rittle delivered a College update:
 - Classes begin in a few short weeks with athletes arriving in the next week and a half.
 - Praised the work done by the COVID-19 task force. Updates can be found at www.cowley.edu/covid-19/index.html.
 - Thanked employees for keeping expenses down during tough times along with working extreme hours to adjust to processes and procedures as things quickly change in the COVID-19 response effort.
 - CARES Act dollars have been dispersed to students and the College will begin receiving the second half of the CARES act dollars to reimburse for COVID related expenses.
 - Thanked Nancy Burger for her 2.5 years of service on the Board.
2. Doug Riat submitted a deferred maintenance project status report on behalf of Willdan Group.
3. Thank you to Cowley College from Derby Senior Celebration
4. Thank you to Dr. Rittle from Sarah Johnson, William Newton Hospital
5. Thank you to Cowley College from the family of Doug Demaree.

Board Reports

1. On July 13, 2020 The Board of Trustees gathered for a public trustee candidate forum to interview six (6) candidates to fill the two (2) trustee positions previously held by Bob Juden (term expiring on January 10, 2022) and Jill Long (term expiring on January 8, 2024.)

Brian Sanderholm recommended that each trustee verbally indicate their selection for the two trustee replacements with all tallied and indicated by the Board Clerk.

Dr. Harold Arnett selected Dr. Steven Abrams, and Christopher Swan; Ned Graham selected JoLynn Foster, and Dennis K. Shurtz; Brian Sanderholm selected Michael Bergagnini, and JoLynn Foster; Gary Wilson selected JoLynn

Foster, and Christopher Swan; and Glennis Zimmerman selected JoLynn Foster, and Christopher Swan.

Glennis Zimmerman Introduced and moved the adoption of the following resolution:

RESOLVED, that JoLynn Foster be appointed to fill the vacant seat of Bob Juden, a 1.5-year term, and Christopher Swan be appointed to fill the vacant seat of Jill Long, a 3.5-year term.

The motion was seconded by Ned Graham and the following votes were cast:

Dr. Harold Arnett	Aye	Gary Wilson	Aye
Ned Graham	Aye	Glennis Zimmerman	Aye
Brian Sanderholm	Aye		

Motion carried.

2. In accordance with K.S.A. 71-201(15), Chair Arnett requested the Board authorize the Board Clerk to publish the official notice of a trustee vacancy, as presented. Such vacancy exists by reason of the resignation of Nancy Burger resident of Cowley County, Kansas, and any applicant must also be a Cowley County resident. Applications may be submitted to the Board Clerk at P.O. Box 1147, Arkansas City, KS 67005, or email to: boardclerk@cowley.edu

Gary Wilson introduced and moved the adoption of the following resolution:

RESOLVED, that the Board of Trustees authorize the Board Clerk to publish the official notice of a trustee vacancy, pursuant to K.S.A. 71-201(15) as presented.

The motion was seconded by Brian Sanderholm and the following votes were cast:

Dr. Harold Arnett	Aye	Gary Wilson	Aye
Ned Graham	Aye	Glennis Zimmerman	Aye
Brian Sanderholm	Aye		

Motion carried.

3. Chair Arnett requested the Board receive a summary report of employees working reduced hours and those who have been laid off due to COVID-19.
 - Employees on reduced hours – 0
 - Employees currently laid off – 0
4. Chair Arnett requested David Andreas provide an update on the legal ramifications of recording the Board meeting live streams. David Andreas provided counsel based on recommendations from Donna Whiteman, legal counsel for the Kansas Association of School Boards.

Dr. Harold Arnett introduced and moved the adoption of the following resolution:

RESOLVED, that the Board of Trustees recess the open meeting for 5 minutes due to a fire alarm sounding.

The motion was seconded by Gary Wilson and the following votes were cast:

Dr. Harold Arnett	Aye	Gary Wilson	Aye
Ned Graham	Aye	Glennis Zimmerman	Aye
Brian Sanderholm	Aye		

Motion carried.

5. Chair Arnett requested the Board have a discussion on the August 8, 2020 Board work session location. Upon discussion, the Board will hold its work session on August 8, 2020, in the Earle Wright Community Room, beginning at 9:00am and concluding at 3:00pm, possibly sooner if business is finished before 3:00.
6. At the June Board meeting, the Board tabled discussion on their request to obtain a more accurate picture of employee turnover under the current administration. Chair Arnett requests the Board postpone this topic indefinitely.

Dr. Harold Arnett introduced and moved the adoption of the following resolution:

RESOLVED, that the Board of Trustees postpone indefinitely the request for an employee turnover report under this current administration.

The motion was seconded by Glennis Zimmerman, and the following votes were cast:

Dr. Harold Arnett	Aye	Gary Wilson	Aye
Ned Graham	Aye	Glennis Zimmerman	Aye
Brian Sanderholm	Aye		

Motion carried.

7. At the June Board meeting, the Board deferred discussion on their request to obtain a more accurate picture of employee morale. Chair Arnett requests the Board continue discussion on the Ruffalo Noel Levitz College Employee Satisfaction Survey.

Dr. Harold Arnett introduced and moved the adoption of the following resolution:

RESOLVED, that the Board of Trustees directs that the same Ruffalo Noel Levitz College Employee Satisfaction Survey, including questions about core values, from the spring of 2016, be administered in October of 2020 to all full-time employees. Complete results—un-redacted and including all written comments—will be provided to the trustees not later than January of 2021, along with an item by item comparison to the results from 2016. *Note: since the 2016 survey*

reportedly marked the nadir of employee morale for the College, that should maximize any recent improvement in morale. Further, the trustees direct that they be provided with the parallel, un-redacted report from the spring of 2016 in order to compare. (The board chair will work with the Executive Director of Institutional Research to structure the report to assure that it provides the desired information.)

The motion was seconded by Glennis Zimmerman, and the following votes were cast:

Dr. Harold Arnett	Aye	Gary Wilson	Aye
Ned Graham	Nay	Glennis Zimmerman	Aye
Brian Sanderholm	Aye		

Motion carried.

First Executive Session

Chair Arnett introduced and moved the adoption of the following resolution:

RESOLVED, that the Board of Trustees enter into executive session for preliminary discussion related to property acquisition, regarding the Carnegie Library, pursuant to the exception for preliminary discussion related to property acquisition, beginning at 7:09 p.m. and reconvening in open session at 7:29 p.m. in the same room.

The motion was seconded by Gary Wilson and the following votes were cast:

Dr. Harold Arnett	Aye	Gary Wilson	Aye
Ned Graham	Aye	Glennis Zimmerman	Aye
Brian Sanderholm	Aye		

Motion carried.

The meeting then resumed in open session at 7:29 p.m. in the same room.

Gary Wilson introduced and moved the adoption of the following resolution:

RESOLVED, that pursuant to approval of the contract by the Board attorney, the College purchase the Carnegie Library per the agreement that was presented.

The motion was seconded by Brian Sanderholm and the following votes were cast:

Dr. Harold Arnett	Nay	Gary Wilson	Aye
Ned Graham	Aye	Glennis Zimmerman	Aye
Brian Sanderholm	Aye		

Motion carried.

Administrative Reports

1. The Board completed the second reading of Policies 103.00 – Board of Control, 108.00 – Service Area Councils, and 216.00 – Graduation Requirements. Administration requested approval.

Glennis Zimmerman introduced and moved the adoption of the following resolution:

RESOLVED, that the Board of Trustees approve the revised Board policies 103.00 – Board of Control and 108.00 – Service Area Councils, and 216.00 – Graduation Requirements, as presented.

The motion was seconded by Gary Wilson and the following votes were cast:

Dr. Harold Arnett	Aye	Gary Wilson	Aye
Ned Graham	Aye	Glennis Zimmerman	Aye
Brian Sanderholm	Aye		

Motion carried.

2. The Board completed the first reading of policies 144.00, 150.00, and 471.00 and final approval will be requested at the August Board meeting.

Gary Wilson introduced and moved the adoption of the following resolution:

RESOLVED, that the actions described in Board Policies, Finance and Administration, Academic Affairs, Institutional Advancement, Information Technology, Enrollment Management, Institutional Effectiveness, Student Affairs, Sumner Campus Operations, Faculty, Athletic, and Transportation reports, are hereby approved, and all correspondence relating thereto be received and filed for future reference.

The motion was seconded by Ned Graham and the following votes were cast:

Dr. Harold Arnett	Aye	Gary Wilson	Aye
Ned Graham	Aye	Glennis Zimmerman	Aye
Brian Sanderholm	Aye		

Motion carried.

Personnel Transactions

Dr. Rittle recommended the following personnel items for Board approval:

Master Agreement

- The 2020-2021 Master Agreement between the Cowley College Education Association and the Board of Trustees is recommended for approval. (attached)

Faculty

- Colby Endres, Welding Instructor, at an annual salary of \$41,360, plus fringe benefits, based on classification “A” of the faculty Master Agreement, effective August 3, 2020

Staff

- Bryan Faber, Manufacturing Technology Instructional Staff, at an annual salary of \$48320, plus staff fringe benefits, effective August 1, 2020
- Timothy Kennedy, Admissions Representative, at an annual salary of \$36,674, plus staff fringe benefits, effective July 21, 2020
- Dax Leone, Assistant Baseball Coach/Dorm Manager – Baseball, at an annual salary of \$24,500, plus staff fringe benefits, effective July 21, 2020
- Jared Shofstall, Technical Director of Theatre, at an annual salary of \$44,000, plus staff fringe benefits, effective August 1, 2020

Gary Wilson Introduced and moved the adoption of the following resolution:

RESOLVED, that the President and Chair of the Board of Trustees, are hereby authorized to execute the following personnel transactions as presented.

The motion was seconded by Brian Sanderholm and the following votes were cast:

Dr. Harold Arnett	Aye	Gary Wilson	Aye
Ned Graham	Aye	Glennis Zimmerman	Aye
Brian Sanderholm	Aye		

Motion carried.

Other Business

Second Executive Session

Dr. Harold Arnett introduced and moved the adoption of the following resolution:

RESOLVED, that the Board of Trustees enter into executive session to discuss non-elected personnel, regarding the routine annual Presidential performance appraisal, pursuant to the exception for discussion relating to non-elected personnel, beginning at 8:19 p.m. and reconvening in open session at 8:49 p.m. in the same room with no action to follow. Dr. Rittle and David Andreas are asked to attend this executive session.

The motion was seconded by Brian Sanderholm and the following votes were cast:

Dr. Harold Arnett	Aye	Gary Wilson	Aye
Ned Graham	Aye	Glennis Zimmerman	Aye
Brian Sanderholm	Aye		

Motion carried.

The meeting then resumed in open session at 8:49 p.m. in the same room.

Third Executive Session

Dr. Harold Arnett introduced and moved the adoption of the following resolution:

RESOLVED, that the Board of Trustees enter into executive session to discuss non-elected personnel, regarding the routine annual Presidential performance appraisal, pursuant to the exception for discussion relating to non-elected personnel, beginning at 8:52 p.m. and reconvening in open session at 9:02 p.m. in the same room with no action to follow. Dr. Rittle and David Andreas are asked to attend this executive session.

The motion was seconded by Gary Wilson and the following votes were cast:

Dr. Harold Arnett	Aye	Gary Wilson	Aye
Ned Graham	Aye	Glennis Zimmerman	Aye
Brian Sanderholm	Aye		

Motion carried.

The meeting then resumed in open session at 9:02 p.m. in the same room.

Adjournment

With no other business to be considered, Dr. Harold Arnett, Board Chair declared the meeting adjourned at 9:03 p.m.



Tiffany Vollmer
Board Clerk